

## WORKING IN THE UNITED KINGDOM



The United Kingdom is a member of the European Union (EU). It comprises England, Scotland, Wales, and Northern Ireland. English is the official language, though Welsh (Wales) and Gaelic (Scottish Highlands and Islands, Northern Ireland) may be spoken. The ability to speak and write English is vital for most jobs. The unit of currency is the pound sterling (£). If you are a European Economic Area national you have the right to live and work in the United Kingdom without a work permit. (some restrictions apply Croatian nationals)

### The EURES (European Employment Services) Network

[www.ec.europa.eu/eures](http://www.ec.europa.eu/eures)

The EURES network is a partnership between all of the public employment services in the European Economic Area (EEA), which supports free movement of workers. EURES offers an international jobs database that lists thousands of vacancies that are readily available across Europe. The UK employment service, Jobcentre Plus, advertises selected UK vacancies on this database, which is available on the EURES website. The site also contains information on living and working conditions for the UK and the other EEA countries. You can find information on labour markets, accommodation, comparability of qualifications, social security and many other topics. Another useful feature of the site is the direct links it provides to the websites of the different public employment services of the EEA, including Jobcentre Plus. You can access over 400,000 vacancies from the Jobcentre Plus jobs database through <http://www.direct.gov.uk/findajob>. This site also gives details of thousands of training opportunities, and occupational advice for hundreds of professions. In the UK, Jobcentre Plus has a network of over 1,000 Jobcentre and Jobcentre Plus offices that you can use to help yourself find work. In these Jobcentres you can access the national jobs database through touch-screen computers known as Jobpoints.

### Other ways to find employment

**Private agencies** are an important source of jobs in the UK in most towns and cities. Addresses and telephone numbers can be found listed under Employment Agencies or Personnel Consultants in the Yellow Pages [www.yell.com](http://www.yell.com). The Recruitment and Employment Confederation site <http://rec.uk.com> allows you to search for agencies by employment type/activity or by the name of the company.

**Newspapers** are an important medium for job hunters in the UK. Listed below are newspaper websites that feature vacancy details.

<i>The Guardian</i>	<a href="http://www.jobs.guardian.co.uk">www.jobs.guardian.co.uk</a>	<i>Evening Standard (London)</i>	<a href="http://www.londonjobs.co.uk">www.londonjobs.co.uk</a>
<i>The Daily Telegraph</i>	<a href="http://www.jobs.telegraph.co.uk">www.jobs.telegraph.co.uk</a>	<i>Local/regional papers</i>	<a href="http://www.britishpapers.co.uk">www.britishpapers.co.uk</a>
<i>Financial Times</i>	<a href="http://www.exec-appointments.com">www.exec-appointments.com</a>		
<i>The Scotsman</i>	<a href="http://www.jobstoday.co.uk/scotland">www.jobstoday.co.uk/scotland</a>		

These newspapers, along with The Times, and The Independent mainly advertise more professional appointments such as in teaching, business, law and social work. Local newspapers carry advertisements for all types of work in their area. Speculative applications and searching through other employment websites are further useful jobsearch techniques.

### Teaching jobs

[www.education.gov.uk](http://www.education.gov.uk)

You will need Qualified Teacher Status (QTS) - the UK Government's professional standard for teaching - to work as a teacher in maintained schools and non-maintained special schools in England and Wales. There is a reciprocal agreement in place between EU countries to recognise one another's teaching qualifications. For information on accredited EU qualifications and to obtain the QTS application form (EC1) you will need to contact the Teaching Agency. Telephone: 0300 7900225 Email: [qts.enquiries@education.gsi.gov.uk](mailto:qts.enquiries@education.gsi.gov.uk)

[www.teachernet.gov.uk/teachinginengland](http://www.teachernet.gov.uk/teachinginengland) is the government website aimed at overseas teachers.

The Teacher Training Agency website [www.tda.gov.uk](http://www.tda.gov.uk) contains a wealth of useful information on teaching, and has links to other sites of interest to teachers.

Recruitment of teachers in the UK is carried out individually by schools, or in some cases, through a local education authority pool. Other websites that provide vacancy details and teaching information include:

<a href="http://www.tesjobs.co.uk">www.tesjobs.co.uk</a>	<a href="http://www.prospects.ac.uk">www.prospects.ac.uk</a>	<a href="http://education.guardian.co.uk">http://education.guardian.co.uk</a>
<a href="http://www.schoolsnet.com">www.schoolsnet.com</a>	<a href="http://www.iloveteaching.com">www.iloveteaching.com</a>	<a href="http://www.tta.gov.uk">www.tta.gov.uk</a>

### Social security

[www.gov.uk](http://www.gov.uk)

If you are entitled to unemployment benefit in your own country and have been claiming this benefit for at least 4 weeks, you may be eligible to export your unemployment benefit to the UK for up to 3 months. To do this you should obtain certificate **U2 (E303)** from your social security office before coming to the UK. Once in the UK, this certificate should be taken to the local Jobcentre (Plus) office within 7 days of arrival in order to make a claim for Jobseeker's Allowance (JSA). If you become unemployed whilst in the UK you can register with your local Jobcentre (Plus) office to claim Jobseeker's Allowance. They will provide you with help to find work, through advice on vacancies and training opportunities. If you are unemployed, or on a low income, you may be eligible for Housing and Council Tax Benefit. Contact your local authority for more details.

**U1 (E301)** form details National Insurance contributions that have been paid and can be used towards calculating benefits overseas. The U1 (E301) form can only be obtained from the Contributions Agency, International Services, Longbenton, Newcastle upon Tyne, NE98 1YX. Tel: 0845 915 4811 (in the UK) or 0044 191 203 7010 (from abroad); or by completing the form CA3916 online at <http://www.hmrc.gov.uk/forms/2005/ca3916.pdf> and mailing the signed copy to the above address.

### Comparability of qualifications

It is possible to obtain a direct comparison between your qualifications and those recognised in the UK from UK NARIC, ECCTIS 200 LTD, Oriol House, Oriol Road, Cheltenham, Gloucester GL50 1XP.

Tel: + 44 (0) 870 990 4088 [www.ecctis.co.uk/naric](http://www.ecctis.co.uk/naric) NARIC may charge a registration fee for their service.

### Taxation

[www.hmrc.gov.uk/migrantworkers/index.htm](http://www.hmrc.gov.uk/migrantworkers/index.htm)

Anyone who is physically present in Britain for six months or more in any tax year is regarded as resident for tax purposes, but tax is also payable under certain other circumstances.

**Income Tax** is levied on the following: salary, bonuses, other income earned in the UK (eg. profit, rent, interest, dividends, annuities and pensions) use of car, medical/life assurance paid by employer, etc. For people aged under 65, **income tax** is not paid on the first £10,000 (the personal allowance). After this allowance income tax is levied at the following 3 rates (for 2014/2015 tax year): Basic Rate (20%): £0 - £31,865, Higher Rate (40%): £31,866 - £150,000: Additional Rate (45%) Over £150,000.

**National Insurance (NI) Contributions** are deducted at the rate of 12% for earnings above £153 per week up to £805 and then at 2% for any earnings above £805 (2014/2015 figures). Every employee eligible to pay National Insurance contributions needs to apply for a National Insurance number. You can find an online calculator to check NI and tax contributions at: [www.digita.com/taxcentral/home/employment/payslipcalculator/default.asp](http://www.digita.com/taxcentral/home/employment/payslipcalculator/default.asp)

**Value Added Tax (VAT)** is a tax on expenditure. The standard rate is 20%. VAT is not payable on certain goods and services such as books, rent, and children's clothing.

**Council Tax** is a local tax to pay for the public services. It is assessed on the value of the property you live in. The Local Authority administers collection of this tax.

### Working Conditions

<http://www.bis.gov.uk>

The Working Time Regulations 1998 cover the rights of workers and obligations of employers concerning a range of working time conditions - maximum working hours (48 hours a week, though workers can choose to work more), annual leave entitlement (28 paid leave days per year), rest periods, health and safety etc. There is some flexibility within these regulations, so you should expect to find some variation in working practices from employer to employer. In general, most full-time workers can expect a 35 to 40 hour working week.

### Pay- The National Minimum Wage

[www.direct.gov.uk](http://www.direct.gov.uk)

From October 2014 for workers aged 21 and over - £6.50 per hour; Aged 18 to 20 - £5.13 per hour, Aged 16 to 17- £3.79 per hour.

### Accommodation

Accommodation in the UK is expensive, especially in London, and because of this finding reasonably priced accommodation is not easy. It is strongly recommended that you do not come to the UK without first trying to establish where you are going to live. Short-term accommodation includes Youth Hostels, YMCA/YWCA hostels, Bed and Breakfast places (B&B) and hotels. Local tourist offices will be able to provide information on all such accommodation. Rented accommodation is often advertised in local newspapers but there are also many estate agencies and accommodation agencies that deal with rented accommodation. Shop windows are also used to advertise lodgings. Furnished and unfurnished homes can also be rented from private landlords and housing associations. Hotels and guesthouses provide short-term accommodation in most areas. An advance of one month rent plus a refundable bond for furnishings is usual. If you use an agency you may have to pay an additional fee.

New lettings of rented accommodation are generally of two kinds: assured tenancies with long-term security of tenure, and assured shorthold tenancies for a fixed period of at least six months. Harassing tenants to make them leave is also a criminal offence. You should report any case of harassment or illegal eviction to the Local Authority, which has the power to prosecute. As well as lettings by private landlords, some houses and flats are also rented by non-profit making housing associations. They receive public subsidies, which help to keep their rents down to affordable levels. They also provide accommodation on a shared ownership basis, allowing the occupier to part-rent or part-own a home.

### Health

[www.dh.gov.uk](http://www.dh.gov.uk)

If you are visiting the UK you should look into obtaining a European Health Insurance Card from your health authority. This card will entitle you to free or reduced-cost emergency medical treatment. Free medical services are available to EU/EEA nationals in employment or seeking employment in the UK You should apply to your local health centre to be registered with a National Health Service (NHS) doctor. Details can be found on the Department of Health website. Note that some NHS doctors also practise privately so ensure that you are treated as a NHS patient or you may have to pay the full cost of the treatment. In the UK there are charges for prescribed medicines, dental services, eye test and spectacles. However, if you are on a low income or already receiving other state benefits you may be able to get help with the cost of these items. For further information contact your local social security/Jobcentre Plus office.

## Websites

[www.ec.europa.eu/eures](http://www.ec.europa.eu/eures)

EURES Vacancies & information on the EEA (European Economic Area) countries, plus links to public employment service sites

### Employment websites

[www.jobsearch.co.uk](http://www.jobsearch.co.uk)  
[www.topjobs.co.uk](http://www.topjobs.co.uk)  
[www.planetrecluit.com](http://www.planetrecluit.com)

[www.reed.co.uk](http://www.reed.co.uk)  
[www.adeco.co.uk](http://www.adeco.co.uk)  
[www.manpower.co.uk](http://www.manpower.co.uk)

[www.jobsite.co.uk](http://www.jobsite.co.uk)  
[www.monster.co.uk](http://www.monster.co.uk)  
[www.jobpilot.co.uk](http://www.jobpilot.co.uk)

[www.peoplebank.co.uk](http://www.peoplebank.co.uk)  
[www.gisajob.com](http://www.gisajob.com)  
[www.netjobs.co.uk](http://www.netjobs.co.uk)

[www.newscientistjobs.com](http://www.newscientistjobs.com)  
[www.jobs.tes.co.uk](http://www.jobs.tes.co.uk)  
[www.jobs.ac.uk](http://www.jobs.ac.uk)  
[www.gradunet.co.uk](http://www.gradunet.co.uk)  
[www.caterer.com](http://www.caterer.com)  
[www.jobinscotland.com](http://www.jobinscotland.com)  
[www.jobsinwales.com](http://www.jobsinwales.com)  
[www.inretail.co.uk](http://www.inretail.co.uk)

Jobs from the New Scientist.  
Jobs in education from the Times Educational Supplement  
Academic jobs database  
Graduate jobs  
Vacancies in the hospitality industry  
Jobs in Scotland  
Jobs in Wales  
Jobs in retail

### Government websites

<http://www.direct.gov.uk/findajob>  
[www.gov.uk](http://www.gov.uk)  
[www.hmrc.gov.uk](http://www.hmrc.gov.uk)  
[www.learnirect.co.uk](http://www.learnirect.co.uk)  
[www.jobcentreonline.com](http://www.jobcentreonline.com)  
[www.delni.gov.uk](http://www.delni.gov.uk)

Information from Jobcentre Plus, including job vacancies  
Access to public services information and portal site to all government departments  
HM Revenue and Customs site containing information on tax & national insurance matters  
Information on training courses  
The public employment service website for Northern Ireland  
Northern Ireland Department for Employment and Learning

### Career websites

[www.careersa-z.co.uk](http://www.careersa-z.co.uk)  
[www.workthing.com](http://www.workthing.com)

[www.careers-gateway.co.uk](http://www.careers-gateway.co.uk)

[www.careers-portal.co.uk](http://www.careers-portal.co.uk)  
[www.givemeajob.co.uk](http://www.givemeajob.co.uk)

[www.nhscareers.nhs.uk](http://www.nhscareers.nhs.uk)  
[www.careers.lon.ac.uk](http://www.careers.lon.ac.uk)  
[www.eurograduate.com](http://www.eurograduate.com)  
[www.prospects.ac.uk](http://www.prospects.ac.uk)

Information about careers in the NHS in England (National Health Service)  
Careers advice and jobs from the University of London Careers Service  
European graduate careers information and opportunities.  
Guide to graduate careers and postgraduate study.

### Other informative websites

[www.floodlight.co.uk](http://www.floodlight.co.uk)  
[www.loot.com](http://www.loot.com)  
[www.yha.org.uk](http://www.yha.org.uk)  
[www.multimap.co.uk](http://www.multimap.co.uk)  
[www.upmystreet.co.uk](http://www.upmystreet.co.uk)  
[www.yell.com](http://www.yell.com)  
[www.babelfish.yahoo.com](http://www.babelfish.yahoo.com)  
[www.nhsdirect.nhs.uk](http://www.nhsdirect.nhs.uk)  
[www.housingnet.co.uk](http://www.housingnet.co.uk)  
[www.adviceguide.org.uk](http://www.adviceguide.org.uk)  
[www.xe.com](http://www.xe.com)  
[www.thetrainline.com](http://www.thetrainline.com)  
[www.showbus.co.uk/timetables](http://www.showbus.co.uk/timetables)  
[www.londontransport.co.uk](http://www.londontransport.co.uk)  
[www.acas.org.uk](http://www.acas.org.uk)  
[www.thisislocallondon.co.uk](http://www.thisislocallondon.co.uk)  
[www.visitbritain.com](http://www.visitbritain.com)  
[www.google.co.uk](http://www.google.co.uk)  
[www.ask.co.uk](http://www.ask.co.uk)  
<http://mirago.co.uk>  
<http://thecrownsite.com>

Details of further education colleges & course in the London area  
Classified ads paper that includes adverts for rented accommodation and jobs  
Details of Youth Hostel Association accommodation in England and Wales  
Maps of UK locations  
Information on UK localities  
Directory of businesses and services  
Translation website  
Health information  
Housing information resource  
Website of the Citizens Advice Bureau  
Currency converter  
Train times and fares  
On-line bus timetables  
London Transport  
Advisory, Conciliation and Arbitration Service  
Information resource on aspects of living in London  
British Tourist Authority  
General search engine  
Question based search engine  
Dedicated UK search index

The sources provided are for information only and should not be seen as a recommendation on the part of Jobcentre Plus.

